

2012 LET'S GET KID'S COOKING MINI-GRANT APPLICATION

Please complete this application and return to the Montana Team Nutrition Program
Deadline for Submission: January 7, 2013

The *Let's Get Kids Cooking Mini-Grant Program* is designed to engage children in a hands-on experimental nutrition education opportunity. Eight \$500 mini-grants will be awarded to school districts to develop or expand a children's cooking program that helps them learn how to prepare and enjoy healthful recipes. Coordination with the school food service program is required to allow for collaboration and use of a few *USDA Foods* for the program's recipes.

Please type or print neatly. Attach additional pages if needed.

Name of School _____ School District _____

Address/City/State/Zip _____

School Phone _____ School Fax _____

Name of Program/ Class Sponsor: _____

Contact Person for Grant _____ Telephone _____

E-mail _____

Summer Telephone _____ Summer E-mail _____

1. **Target audience** (list the grade levels of the students reached in the program) **(0 points)**

Please list the total number of students that will be reached through the cooking program? _____

2. **Will students also be involved as instructors?** Yes ____ No ____ **(10 points)**

a) If you checked yes, please list the name of the student organization and explain how the students will be involved.

b) Please list the number of students involved as instructors. _____

3. **List the estimated total number of people (students, parents, families) the program will impact.** **(0 points)** _____

4. **The use of USDA Foods in the cooking program is a requirement for the mini-grant project. Please discuss with the food service program manager/director the possibility of them providing information on USDA Foods and which (possibly three to five items - one from each food group) of their *USDA Foods* can be donated for the cooking program. Make sure you provide them the details on the quantity needed for the program. (10 points)**

Refer to Attachment B, a list of *USDA Foods* that are available to Montana schools in 2012-2013 for ideas for specific recipes.

Please list below the *USDA Food* items that you are considering for use in recipes:

Please list ways that the food service manager may be involved in this program:

After consultation with the school food service manager about this requirement, please ask he/she to sign below to confirm their agreement to providing information and items on the *USDA Foods* for the program.

Print Name: _____ **Signature:** _____

5. **List any partners collaborating on the project: (10 points)**
(Involvement of student groups, parent association, after school program, MSU Extension Service, farmer/rancher or Farm to School group, or community members is encouraged.)

Please list name of partner and the program or role they play in the school or community.

6. **Project Plan: 45 points** (Please explain the details of your cooking program by answering the following questions below.)

A. Desired Outcome(s): (What are your goals for the cooking program? Please include information (i.e. class schedule and/or outline) on the key cooking or nutrition concepts you plan to teach the children).

B. When will the cooking program start?

C. How long will the cooking program run? (Please list both the number of classes and length of each class)

D. Which population(s) will you target (for example which grade levels are eligible? Will school staff and parents be asked to participate)?

E. How will you recruit participants (for example: through after school program or morning announcements, posters, school newsletters)?

F. Evaluation: (How will you measure success in the program?)

G. Additional Information: (Include any other pertinent information on the program you feel is important)

7. **Is your cooking program already in existence?** Please check one: Yes ____ or No ____
If you answered yes, how is it funded or sustained? **(0 points)**

8. **Is this program linked to your school district's wellness policy implementation plan?**
Does it include a "farm to school" component? Please explain. (5 points)

9. **BONUS POINTS: 5 points will be given if the majority of the schools in the district are enrolled as Team Nutrition Schools (TNS). Determine if your schools are enrolled as TNS by going to the following web site:**
<http://teamnutrition.usda.gov/schoolsdb/srchpage.asp>. Enter in your ZIP Code in the

Search Database to determine if your schools are enrolled as a Team Nutrition School. You may receive the bonus points by completing the TNS on-line application form by the mini grant submission deadline, located at the following web site:

(http://healthymeals.nal.usda.gov/hsmrs/TN_Enrollment_Form/enrollment.php)

To verify submission of your application (s), please include the date the applications were completed. _____ (5 points)

10. Each participating school district will receive a mini-grant (up to \$500.00). Please indicate the amount of the mini-grant requested (check box). Please read Attachment C (Estimated Costs) and complete Attachment A (Budget Detail form): before answering this question. (20 points)

- ☐ \$100
- ☐ \$250
- ☐ \$500
- ☐ Other _____ (maximum \$500)

I verify that the funds from this mini-grant will be used specifically to support the kid's cooking program as part of nutrition education activities in the school district. **I understand that mini-grant funds need to be spent by August 30, 2013 and I agree to provide information to the Montana Team Nutrition Program on the cooking program throughout the pilot program (by site visits, telephone or the Internet) and that a short report will be due by September 15, 2013.**

Superintendent Signature

Date

Project Contact Signature

Date

Your school's tax ID# _____
(The grant award check will be made payable to the school district.)

Applications deadline is January 7, 2013. They will be accepted via mail, fax, or e-mail. Mail applications to: Katie Bark at the address listed below. Please fax applications to (406) 944 - 7300 and e-mail applications to. kbark@mt.gov. If submitting the grant by fax or electronically, please call us to verify that it was received.

The Let's Get Kids Cooking Mini-Grant Project is funded by a 2011 -13 USDA Team Nutrition Training Grant awarded to the Montana Office of Public Instruction.



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Ready Resources for Kid's Cooking Programs

Looking for ideas for a kid's cooking program, check out some of these:

Healthy Afterschool Program Resources from the Illinois N.E.T. Program

<http://kidseatwell.org/Healthy-After-school-Programs.html#nutrition>

Junior Chef Club (Level 1- 4th grade; Level II – 5th grade) from Washington State Extension Service and Team Nutrition Program

<http://www.k12.wa.us/ChildNutrition/JrChef/>

Montana State University 4-H Cooking 101 Curriculum

http://www.msuxextension.org/store/Products/4-H-Cooking-101_ME0120.aspx

Chop Chop Magazine by American Academy of Pediatrics

<http://www.chopchopmag.org/>

Recipes for Healthy Kids by USDA Team Nutrition Program

http://www.teamnutrition.usda.gov/Resources/recipes_for_healthy_kids.html

Kansas State Research and Extension Kids A Cookin Program

<http://www.kidsacookin.org/Welcome.aspx>

USDA Foods –Food Distribution Program

http://www.opi.mt.gov/pdf/SchoolFood/FDCP/11USDA_HealthyChoices.pdf

http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/USDA.html

<http://www.fns.usda.gov/fdd/programs/schcnp/default.htm>

For additional information please contact:

Katie Bark, RD, LN - Project Director

Montana Team Nutrition Program, Montana State University, PO Box 173370, 202 Romney Hall
Bozeman, MT 59717-3370

E-mail: kbark@mt.gov Telephone: (406) 994-5641 Fax: (406) 994-7300

The application packet will be posted at the following web site:

http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/index.html#gpm1_2

If you need this application in a PDF format, please contact Katie Bark.



ATTACHMENT A - Budget Detail

Please estimate the costs of the cooking program by listing them on this form, and submit it with your application to the Montana Team Nutrition Program.

The grant funds may be used for trainer costs, printing, promotional/marketing costs, food, nutrition education resources, student non-food rewards/incentives, supplies, minor garden supplies, and small kitchen equipment. No grant funds may be used to purchase large pieces of equipment. Please refer to Attachment C (USDA Guidance for Interpreting Cost Principles of Mini-Grants) before completing the budget.

Project Title _____ **School District** _____

| Categories | <i>Amount (\$)</i> | <i>How Will Funds Be Used?</i> |
|--|--------------------|--------------------------------|
| Trainer Costs | | |
| | | |
| Food and Nutrition-Related Equipment (not to exceed 10%) | | |
| | | |
| Nutrition Education Resources | | |
| | | |
| Gardening Supplies | | |
| | | |
| Incentives | | |
| | | |
| Printing | | |
| | | |
| Marketing/ Promotional | | |
| | | |
| Supplies | | |
| | | |
| Other Expenses (please list): | | |
| | | |
| | | |
| | | |
| | | |
| Total | \$ | |

Project Contact Signature

Date

Superintendent Signature

Date

ATTACHMENT B – USDA FOODS LIST FOR SY 2012-2013



Making the New Meal Pattern Work—For Le\$\$

The following foods are available through Montana USDA Foods in SY 2012-13. Use this list to help you plan budget conscious and healthy menus that meet the new meal pattern requirement.

| 2012-13 MT USDA Foods List <i>Nutrient Rich and American Grown</i> | |
|---|---|
| <p><u>Grain Items</u></p> <ul style="list-style-type: none"> • Flour, All Purpose Enriched Bleached • Flour, Bread, Enriched, Unbleached • Flour, Whole Wheat • Brown Rice, Long-Grain, Parboiled | <p><u>Fruit</u></p> <ul style="list-style-type: none"> • <i>Apple Slices and Applesauce</i> • <i>Apricots, Halves</i> • <i>Mixed Fruit Canned</i> • <i>Peaches, Sliced and Cups</i> • <i>Pears, Sliced</i> • <i>Strawberry, Sliced and Cups</i> |
| <p><u>Dairy</u></p> <ul style="list-style-type: none"> • Cheddar Cheese, Full and Reduced Fat, Shredded • American Cheese, Sliced • Mozzarella Cheese, Skim and Low Fat, Shredded | <p><u>Meat/Meat Alternates</u></p> <ul style="list-style-type: none"> • Eggs, Frozen • Chicken Diced, Fajita (reduced sodium), Oven Roasted • Turkey Roasts • Beef Crumbles, Ground, and Boneless • Pork Roasts • Ham, Sliced • Peanut Butter • <u>Beans—Vegetarian, Pinto, Kidney, Great Northern</u> |
| <p><u>Vegetables</u></p> <ul style="list-style-type: none"> • Green Beans, Canned * • Corn, Whole Kernel, Canned* • <i>Tomato, Diced*</i> • <i>Tomato, Salsa*</i> • <i>Tomato, Sauce*</i> • <i>Spaghetti Sauce, Meatless*</i> • Potato Fries, Wedges, and Rounds (trans fat free and no added salt) | <p><u>Other</u></p> <ul style="list-style-type: none"> • Vegetable Oil |
| <p>For more information about USDA Foods visit: http://www.fns.usda.gov/fdd/</p> <p>For more information about MT USDA Foods contact:</p> <p>Judy Wilson, MT OPI School Nutrition Programs juwilson@mt.gov</p> | |
| <p>Department of Defense: Fresh Fruit and Vegetables</p> <p>A portion of Montana's USDA Food entitlement is allocated to schools for purchasing fresh produce through the Department of Defense's FFAVORS online ordering program. Fresh vegetables from each subgroup and fruits are available for schools to order, depending on the season. Contact Kennie Johnson at MT OPI School Nutrition Programs for more information. kennie@mt.gov</p> | |
| <p>* = Low Sodium Bold = Whole Grains <u>Underline</u> = Beans and Peas Subgroup <i>Red = Red/Orange Subgroup</i> <i>Italics</i> = Packed in juice or water</p> | |

Availability may be subject to change beyond the school's control

ATTACHMENT C

Guidelines for Allowable Team Nutrition Mini-Grant Expenditures

Food Cost

Team Nutrition funds may be used to pay for food if the food is part of a specific educational activity. For example, conducting a classroom taste test of specific fruits or vegetables, or demonstrating the making of simple, healthy snacks, is a reasonable request. The use of the food must be related to nutrition education activities specified under objectives of the mini-grant proposal or work plan. Team Nutrition funds should not be used to purchase a meal for anyone.

Food and Nutrition Equipment

Team Nutrition funds may **not** be used to purchase food service operation equipment, such as salad bar equipment, refrigerators, food processors, etc. However, small mobile kitchen equipment to be used for classroom food preparation demonstration or hands-on food experiences may be permissible **if** such activities are part of the integrated nutrition education lessons specified under the objectives of the proposed mini-grants. Teachers' commitment to teach nutrition in the classroom and share the use of the purchased mobile kitchen equipment among other teachers within the same school building, if applicable, should be clearly indicated in the mini-grant proposal. A total expenditure of food and nutrition-related equipment purchases should not exceed 10% of the total mini-grant awarded.

Medical Equipment

Team Nutrition funds may **not** be used to purchase medical equipment or health services related to health assessments such as obtaining clinical data on nutritional status, chronic disease or chronic disease risk assessment. Therefore, measurement of height, weight, skin fold thickness, blood pressure, cholesterol, and blood glucose and iron levels are not allowable costs under the mini-grant. Although the Body Mass Index (BMI) concept may still be part of the nutrition education component for the age-appropriate students, obtaining the height and weight status should come from the school nurses' office, students' health care provider or the individual student's knowledge.

Physical Activity

Eating healthy and being physically active are desired behavior outcomes of Team Nutrition. States are encouraged to coordinate with community, youth and recreational organizations, and others whose primary mission is to make regular opportunities for physical activity accessible to students. Educational and program materials developed with TN funds to promote and reinforce physical activity for all target audiences must include messages that link nutrition and physical activity, such as "balance your day with food and play" (Eat Smart. Play Hard.™). While it might be permissible to use mini-grant funds to purchase posters, pamphlets, audiovisuals, and small, consumable supplies such as a few classroom jump ropes or hoola hoops to help teachers promote lifelong physical activity habits as part of a classroom nutrition education activity, Team Nutrition funds are **not** intended to purchase pedometers or award pins for everyone, or to subsidize the regular physical education program in the school. The costs associated with physical activities should not significantly detract from funds for promoting healthy eating.

Team Nutrition funds may **not** be used to purchase playground equipment, exercise or sports equipment, sports lessons (swimming, skating, etc.) or to pay for the services of a for-profit physical fitness organization. Students should not be given the message that they must belong to a health club in order to be physically active. Schools are encouraged to look to other funding sources for physical activity such as forming partnerships with local nonprofit organizations such as the YMCA, YWCA, Sierra Club and others in providing the kind of resources that might continue to supplement this type of activity when the Team Nutrition grant dollars are no longer available at the school.

Attachment C, Continued

Promotional/Incentive Items

The purpose of the Team Nutrition Grants is to promote Team Nutrition messages, not Team Nutrition itself. Any promotional item or incentive should promote one or more of the Team Nutrition messages or refer the target audience to a Web site that provides the Team Nutrition messages. Any cost associated with such promotions or incentives must be reasonable in comparison to the mini-grant funding.

Staff Development and/or Substitute Pay

If adequate funding is available and acceptable to the state agency, Team Nutrition funds may be used to hire a substitute for the teacher, school administrator, or school food service staff representative to attend training, participate in planning sessions or other avenues for staff development in nutrition education. For accounting purposes, a record of who attended the session, how long it lasted, and the purpose of the session is required.

Gardening

It is recognized that some of the Team Nutrition materials promote activities related to gardening and gardening is an excellent way to involve the entire school, parents, and the community in a Team Nutrition activity. If the plans submitted by the mini-grant recipient(s) specify a gardening activity, Team Nutrition funds may be used to purchase a reasonable amount of supplies (e.g., seeds, potting soil and starter pots) for classroom gardening projects or even a few shovels and hoes for a school gardening project. Funds may not be used to purchase bulk soils such as topsoil, irrigation supplies, fencing or any type of large equipment such as a tiller or greenhouse.

Schools are encouraged to partner with local gardening supply sources for creating sustainability of the gardening project after the TN Training Grant period. Schools may also contact their local Cooperative Extension office to see if there is a Master Gardeners' program that can assist with the gardening project.

Summary

There is limited funding to accomplish Team Nutrition's important goal of improving children's lifelong eating and physical activity habits. State agencies will want to ensure that the best use of the limited funding is achieved. In approving mini-grant requests, a positive answer should always be sought to the following questions:

1. Is the cost applicable to my grant and the mini-grant's objectives?
2. Is the cost allowable according to program cost principles?
3. Is the cost reasonable?

Questions Concerning Expenditures: Please contact Montana Team Nutrition if you need additional clarification on the use of mini-grant funds.